

CITY & COUNTY OF HONOLULU  
DEPARTMENT OF HUMAN RESOURCES

**REQUEST FOR RECRUITMENT ABOVE THE MINIMUM PAY RATE**

Requests for recruitment above the minimum of the appropriate salary range must comply with the provisions of Civil Service Rules §3-11 and §6-3 and the Personnel Manual Chapter V-2, Hiring Rates. Requested hiring range shall be fully justified and shall not exceed the maximum step/rate of the appropriate pay range. In addition to approval by the Director of Human Resources, Mayor's approval may also be required. Requests must be approved prior to recruitment and selection of individuals. Prior to notification of selectee, complete and submit a "Request for Approval to Hire Above the Minimum Pay Rate" (Form DHR-EPS-28a).

<b>Department/Division:</b>		
<b>Position Title:</b>		<b>Position Number:</b>
<b>Salary Range:</b>	<b>Min. Step of Salary Range:</b>	<b>Min. Rate of Salary Range:</b>
<b>REQUEST INFORMATION</b>		
<b>Requested step and rate*:</b>		
<small>*Individuals may be hired at any step up to the approved step/rate of the appropriate salary range. For example, if recruitment to the fourth step of the salary range is requested and approved, individuals may be hired at any step between the minimum (1<sup>st</sup> step) and fourth step of the appropriate salary range.)</small>		
<b>Requested effective date:</b>		
<b>JUSTIFICATION</b>		
<b>Rationale for requested step and rate:</b>		
<b>Provide the specific levels of qualifications required for each step of the pay range, up to the requested step.</b> (Note: Qualifications must be directly related and pertinent to work assigned.)		
<b>Nature of staffing situation</b> (e.g., staffing, vacancy and turnover data including number of existing employees, their qualifications and compensation levels; number of existing vacant positions and funding status; length of time positions have been vacant; number of hires and offers made; number of employees and reason for leaving the department/City; number of employees who are likely to leave and supporting evidence; etc.):		
<b>Nature of existing labor market</b> (e.g., recruitment history, shortage conditions, pay rates at which other employees were hired, recommended rates utilized in the City, industry surveys, etc.):		
<b>Impact of alternative non-pay solutions</b> (e.g., redesigning or restructuring jobs, establishing training programs, improving working conditions, etc.):		
<b>Organizational need for higher rate</b> (e.g., impact of the staffing problem on the department's mission, goals and objectives, benefit the department/City will received by paying the higher rate, etc.):		
<b>Negative impact</b> (e.g., impact of paying higher rate on other employees, impact on other departmental programs and projects, etc.):		
<b>Other pertinent information and comments, if applicable:</b>		
<b>APPOINTING AUTHORITY APPROVAL</b>		
Appointing Authority signature:		Date:

<b>DEPARTMENT OF HUMAN RESOURCES</b>
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<b>Recruitment Branch review and recommendation:</b>	
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<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Disapproval Recommended	Comments:
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Signature:	Date:
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<b>Director of Human Resources:</b>	
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<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments:
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Signature:	Date:
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<b>MAYOR</b>
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<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments:
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Signature:	Date:
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